

A p p l i c a t i o n P r o c e s s

Overview

Through the U.S. Department of Housing and Urban Development's (HUD) Housing Opportunities for Persons with AIDS (HOPWA) program, the Indiana Housing Finance Authority (IHFA) will allocate an estimated \$810,920 to further opportunities for affordable housing and supportive services for low-income persons with HIV/AIDS within the State of Indiana's HOPWA Service Area.

State of Indiana's HOPWA Service Area

The State of Indiana's HOPWA service area includes all counties **excluding** Boone, Brown, Clark, Dearborn, Floyd, Franklin, Hamilton, Hancock, Harrison, Hendricks, Johnson, Marion, Morgan, Ohio, Putnam, Scott, Shelby and Washington.

Application Due Date

The HOPWA application is due to IHFA on April 23, 2004. One application (with original signature) and two copies must be received in IHFA's office by close of business (5 PM, Indianapolis time) on or before the application due date. Applications should be submitted to the following address:

HOPWA Coordinator
Indiana Housing Finance Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204

Technical Assistance/Site Visit

Applicants are encouraged to contact the HOPWA Coordinator with questions regarding the application. Depending on availability, the HOPWA Coordinator may be able to provide on-site technical assistance prior to application submission.

Application Review

Applications are reviewed in a three-step process:

<u>Step One</u> - Completeness	The application must answer all applicable sections. Periodically, IHFA staff will contact an applicant after an application deadline to request clarification of information contained in a pending application. These applications are not necessarily considered incomplete by IHFA.
<u>Step Two</u> - Threshold	The application must meet each of the applicable threshold criteria.
<u>Step Three</u> - Scoring	Applications that pass the completeness and threshold reviews are then scored according to IHFA's published scoring criteria. Applications failing to meet the requirements for completeness or threshold will <u>not</u> be scored.

Award Announcements

Award Announcements are tentatively scheduled to be made at the May 20, 2004 meeting of IHFA's Board of Directors. This date is subject to change. Applicants will be informed of any changes.

HOPWA Start-Up Training/HOPWA Implementation Manual

IHFA staff will conduct a start-up training on the requirements for administering the HOPWA award on June 16, 2004 at our offices in Indianapolis. The training is tentatively scheduled from 10:00 a.m. – 4:00 p.m. Award recipients will receive required brochures, handouts and a copy of the HOPWA Implementation Manual. IHFA staff will also review how to complete HOPWA client applications, maintain IHFA financial ledgers, submit claims for reimbursements and comply with all of the federal and state regulations.

The manual contains copies of all of the client applications, forms, and reports needed for the HOPWA award. If you would like to view a copy of the manual prior to receiving an award, you can download a copy at <http://www.in.gov/ihfa/comdev/hopwa/hopwa.htm>.

Award Term

The award term will run from July 1, 2004 – June 30, 2005. All funds must be expended by June 30, 2005. All client assistance funded with this application package must end on or before June 30, 2005.